United Nations ST/IC/2010/21

Secretariat

6 July 2010

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2010 national competitive recruitment examinations**

1. The purpose of the present information circular is to invite applications from staff members in the General Service and related categories of the United Nations Secretariat who wish to take the national competitive recruitment examinations at the P-2 level in 2010, in accordance with the provisions of administrative instruction ST/AI/2010/8. Further details, including descriptions of occupational groups and sample papers, can be obtained from the following websites: http://careers.un.org/ or http://www.un.org/Depts/OHRM/examin/exam.htm.

2. The 2010 national competitive recruitment examinations will be tentatively held on 1 December 2010 in the following P-2 occupational groups: administration, demography, economics, human rights, legal affairs, radio production (Arabic, Chinese or French), security, statistics and web design/development.

3. A list of participating Member States is contained in annex II to the present circular.

4. Staff members who meet the conditions set out in administrative instruction ST/AI/2010/8 may apply by filling out accurately and completely, in English or French, the online application form available at the United Nations Careers portal (http://careers.un.org/). The application must be submitted through the website no later than 19 September 2010. Late or incomplete applications will not be considered. Alternatively, staff members who meet the conditions set out in administrative instruction ST/AI/2010/8 may apply by completing the attached application form and an updated Personal History (P11) or Personal History Profile (PHP) and forwarding them, by 19 September 2010, to: 2010 NCRE (Staff members), Examinations and Tests Section, Room CS-1115D, Staffing Service, Strategic Planning and Staffing Division, Office of Human Resources Management. The two most recent performance appraisal forms (PAS) and copies of all university degrees obtained must be attached to the application. Incomplete applications will not be considered.

* Expiration date of the present information circular: 31 December 2011.

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Please recycle

United Nations application form for the 2010 national competitive recruitment examination for General Service staff members of the United Nations Secretariat only

Section I
Personal data

Last name: _____ Room No.: _____ Ext.: _____

First name: _____ Index No.: _____

E-mail: _____ Nationality: _____

Gender: _____ Grade: _____ Duty station: _____

Department: _____ Appointment: _____

EOD date: _____ Expiration date: _____

Date of birth: _____

Section II
Type of examination

Occupational group (one only): _____

Latest copy of performance appraisal (PAS) attached: _____

Period covered in PAS: _____

Copies of degrees attached: _____

Updated P11 or PHP attached: _____

This application, together with the documentation requested in section II, should be submitted by 19 September 2010 to the Examinations and Tests Section, Staffing Service, Strategic Planning and Staffing Division, Room CS-1110F. Applications may also be submitted by e-mail (OHRM-NCE2010@un.org) or faxed to +1-212-963-3683.

Date: _____ Signature: ___

Annex I

Description of disciplines

Administration

1. Work performed within this area relates to a wide range of assignments in the provision of staff support to the internal operations and projects of the Organization. These various areas of support include, but are not limited to, the following:

(a) Management of staff resources, which includes work concerned with formulating and implementing policies relating to the management of human resources for the Organization and conducting programmes concerning staff recruitment, training, career development, promotion, compensation, benefits and staff-management relations;

(b) Budget analysis, which includes work concerned with reviewing the budgetary requirements of the Organization and making recommendations on the appropriation of funding levels and revenue projections;

(c) Management analysis, which includes work concerned with reviewing, examining and evaluating organizational structures and management systems; it also includes recommendations to line management regarding changes in organizational structure, management of physical, financial, and human resources, organization methods, procedures, forms and records management to promote efficiency within units;

(d) Procurement management, which includes work concerned with negotiating and contracting for the purchase or rental of equipment, products, supplies and services;

(e) Administrative support, which includes work of a general administrative nature concerned with providing staff services for management such as personnel processing, budget preparation control, housekeeping and supplies;

(f) General Service management, which includes work concerned with the management, maintenance and security of the physical plant facilities, communication systems and transportation systems of the Organization; the direction of activities of staff engaged in the operation and maintenance of equipment and facilities, and arranging and monitoring the work of outside contractors in this area;

(g) Project administration includes work concerned with providing staff support to the Organization's technical assistance, disaster relief and economic development projects. Duties include preparing budgets for projects, purchasing supplies, developing staffing requirements and workplans, mobilizing relief in a disaster situation, arranging such other services necessary to facilitate completion of projects, and researching and developing disaster relief plans in cooperation with other countries.

2. First-level university degrees in the following areas are acceptable for consideration by the Board for applicants under this occupational group: public or business administration, commerce, finance, marketing, human resources management and other relevant disciplines.

Demography

3. Work performed within this area relates to a wide range of assignments in the areas of population policies, fertility and family planning, population projections, trends and structures and issues related to development and population.

4. Work focuses on two professional specializations: (a) demographic analysis and population studies; and (b) population policies and development.

5. Assistant Population Affairs Officers and Population Affairs Officers mainly engage in research work. Assistant Population Affairs Officers normally work under the supervision of the senior Population Affairs Officers, but they also undertake independent research work. Besides the Population Division of the Department of Economic and Social Affairs of the United Nations Secretariat, each regional economic commission has its own population section, where similar functions are conducted such as: analysing fertility and mortality levels, trends and differentials; studying volume and characteristics of migration in the region; examining population spatial distribution; producing estimates of demographic and related socio-economic indicators to be used as benchmark data for United Nation system projects; carrying out specific population projects; undertaking studies on the determinants and consequences of population variables with a view to assisting in formulating population policies; reviewing population policies and measures in the region; following up on the review and appraisal of the world population plan of action at the regional level; promoting the integration of population variables into the various planning processes.

6. First-level university degrees in the following areas are acceptable for consideration by the Board for applicants under this occupational group: demography, sociology, statistics and economics with and emphasis on population studies.

Economics

7. Work performed within this area relates to a wide range of assignments in which theoretical and practical economic services are provided to the Organization. The tasks of the occupation vary considerably depending upon the assignment and include, but are not limited to, the following:

(a) Economic and/or sector analysis: collecting, evaluating, interpreting, analysing specified statistics and qualitative socio-economic information obtained from a variety of sources and pertaining to particular sectors, countries, regions or development topics; maintaining databases and programmes for database management and organizing non-quantitative information; assisting in the design, testing, operation and modification of econometric models; preparing briefing notes, inputs to speeches and similar material on economic or sector issues in a form that is meaningful to non-specialists; preparing first drafts of sector, country or regional components of analytical studies on development issues and policies; assisting in the organization and servicing of expert group meetings, seminars, etc., on development issues;

(b) Intergovernmental support: preparing inputs for reports to intergovernmental bodies; following intergovernmental meetings and preparing summary reports and similar material; preparing inputs to statements by members of

the Bureau and Secretariat staff to such meetings; assisting in the organization of panels, round tables, etc., on development issues for intergovernmental processes;

(c) Technical cooperation: compiling and analysing the data and other information necessary for the preparation of technical cooperation project proposals in the area of economic development; preparing documentation for technical cooperation programmes and projects; contributing to the preparation of material for the approval of regional, country or sector technical cooperation projects; monitoring, backstopping and assessing the implementation of technical cooperation programmes and projects.

8. First-level university degrees in the following areas are acceptable for consideration by the Board for applicants under this occupational group: macroeconomics, microeconomics, international trade, political economy, econometrics, development planning and analysis, economic development and growth, and public economics.

Human rights

9. Work performed within this area relates to formulating, communicating, implementing and evaluating policies, practices and activities for the promotion and protection of all human rights for all people. The tasks of the discipline vary considerably depending upon the assignment and may include, but are not limited to:

(a) Technical cooperation, advisory and field services: supporting the technical cooperation programmes and human rights monitoring mechanisms, including field presence, by identifying the needs of governments for advisory and technical cooperation, designing, developing and implementing country-specific capacity-building projects, gathering and analysing information regarding human rights situations in various countries;

(b) Research and analysis: conducting substantive research projects on the right to development and the whole range of human rights issues, analysing and drafting reports, backgrounders and position papers relating to human rights questions, providing policy analysis, advice and guidance on substantive procedures, researching right-based development strategies and supporting the integration of human rights into the United Nations system-wide programmes;

(c) Support to the human rights bodies and mechanisms: planning, preparing and servicing sessions and meetings, preparing reports and other documents for the human rights treaty bodies, following up on decisions and recommendations made at meetings of human rights bodies, processing individual communications under the complaint procedures, supporting the work of special rapporteurs, and servicing voluntary funds and the Board of Trustees.

10. First-level university degrees in the following areas are acceptable for consideration by the Board for applicants under this occupational group: law, international relations, economics, social and political sciences, all of which must be with a specialization in human rights. The requirement for a specialization in human rights in any of the above-mentioned disciplines can be waived if the applicant has at least two years of work experience at the national or international level in an area relevant to human rights or two years of work experience in technical cooperation or project management, including budget management.

Legal affairs

11. Work performed within this area relates to serving as legal researchers and advisers for the Organization. The tasks of the occupation vary considerably and may include, but not be limited to, some of the following: drafting legal opinions and briefs regarding various aspects of the Charter of the United Nations and other legal instruments of the Organization; preparing legal research papers on various topics such as international law, treaty law, human rights, trade, energy, environment, law of the sea, natural resources and outer space; preparing draft rules and procedures for the Organization; serving as a secretary to one of the organs of conferences of the Organization and, in this capacity, preparing draft agendas, resolutions, minutes, etc.; negotiating agreements between the Organization and Governments, arrangements or agreements between the Organization and vendors for the provision of goods or service; serving as support to internal recourse committees; representing the Organization before the Administrative Tribunal or other judicial or arbitral bodies; acting as legal adviser to peacekeeping and other missions.

12. First-level university degrees in the following areas are acceptable for consideration by the Board for applicants under this occupational group: law, public law, international law, law of the sea, human rights law, and international humanitarian law.

Radio production

13. Work performed within this area relates to a wide range of assignments in producing and disseminating information about the United Nations, its aims and activities and its policies and programmes to the information media of the world, other organizations and the general public. These various services include, but are not limited to, the following: writing, narrating, producing and broadcasting radio news, and/or feature/documentary programmes in the official languages of the United Nations on the global activities of the United Nations; monitoring and researching on a daily basis the activities of the organizations, funds and programmes of the United Nations system; initiating contact and liaising with substantive departments of the United Nations system and other relevant sources on topical issues for radio programming; conducting interviews, gathering audio material, performing audio desktop editing and management of sound files; undertaking digital editing and recording; undertaking relevant research within and outside the United Nations, and going on field assignments to generate original materials and other current affairs for programming; liaising with broadcasting and non-governmental organizations regarding usage of radio programmes; and contributing ideas to programme planning and promotional efforts.

14. Owing to the current needs of the Organization, this examination will be held for Arabic, Chinese and French radio broadcasting only.

15. First-level university degrees in the following areas are acceptable for consideration by the Board for applicants under this occupational group: communications, broadcast journalism or media studies. Applicants with a first-level university degree in a field relevant to the work of the Organization, i.e., political science, international relations, modern history, social science, economics, or legal affairs, and with work experience in public information as television or radio producer will also be considered. In addition to the education requirement, a

minimum of two years experience in radio or television broadcast journalism as writer, producer or editor are required. Fluency in English (both oral and written) is required. Since this examination will be held for Arabic, Chinese and French radio broadcasting only, fluency in Arabic, Chinese or French (both oral and written) is also required.

Security

16. Within limits of delegated authority, the Associate Security Officer may be responsible for the following duties: preparing draft security plans for specific areas of operations; conducting security assessments, in accordance with the United Nations security risk management model, to ensure the safety of staff to enter or return to a location where actual or suspected problems exist; investigating and preparing reports on minor cases of theft, illegal entry, assault, or other incidents when the extent of the infraction is readily determinable; developing drafts of specific security threat and risk assessments associated with threats by criminal, terrorist or extremist groups to the Organization system and its individual components; the assessments include electronic crime tracing and determination of the severity and possible impact on the Organization; developing and enhancing, at the local level, the methodology for risk assessments, maintenance of databases of threats and associated risks; timely distribution of assessment of risks to United Nations duty stations and field offices affected by identified threats; coordinating assessment activities with the appropriate focal points within the Department of Safety and Security and security focal points of the United Nations system organizations; on-site coordination of specific security operations, including but not limited to VIP visits, evacuation and relocation, convoy movements and response to incidents or emergencies (including those involving casualties); assisting in the recruitment, training and supervision of junior staff; acting in a higher level capacity in the temporary absence of more senior security professionals.

17. First-level university degrees in the following areas are acceptable for consideration by the Board for applicants under this occupational group: criminology, criminal justice, security management or related fields. Military or police academy training equivalent to a first-level university degree will also be considered if the applicant has at least two years of relevant work experience.

Statistics

18. Work performed within this area relates to a wide range of assignments in which statistical services are provided to the Organization. The tasks of the occupation vary considerably depending upon the assignment and include, but are not limited to, the following: preparing and designing questionnaires or other research instruments for the collection of statistical data from Member States for the statistical yearbooks and other publications giving comparative worldwide statistics; and more generally collecting, processing and disseminating data from Member States; providing technical assistance to developing countries to assist them in strengthening their national statistical capacity; assisting Member States in developing standardized statistical classifications, definitions and methods in such areas as economic statistics, like industrial, energy and trade statistics and national accounts and environment, social statistics, demography; developing statistical methods for data validation and estimation; conducting research in the area of index calculation and seasonal adjustments.

19. First-level university degrees in the following areas are acceptable for consideration by the Board for applicants under this occupational group: statistics, mathematics, economics with a specialization in statistics and/or econometrics, social sciences with a specialization in statistics and demography.

Web design/development

20. Work performed within this area relates to a wide range of assignments in which web design and development services are provided to the Organization. The tasks of the occupation vary considerably depending upon the assignment and include, but are not limited to, website development, initial project requirements, wire-framing, mock-up, and UI design; website management, site taxonomy, navigation, usability; website design, graphics design and presentation, taking into account requirements of the six official languages of the United Nations and accessibility for people with disabilities; website programming, web application development and programming, including the establishment and programming of databases. Demonstrated proficiency in SQL programming, Interface Design, Adobe Photoshop and Illustrator; Multimedia and Macromedia Flash; ASP/ASP.NET, HTML; CSS; Java, Microsoft-SQL, Dreamweaver, Visual Studio and content management systems.

21. First-level university degrees in the following areas are acceptable for consideration by the Board for applicants under this occupational group: web design and programming, or other relevant fields, such as computer information systems, graphic arts and public information, provided that the applicant can demonstrate at least three years of experience in web design/production (working with software programmers in a multilingual web-application environment) and developing websites in multiple browsers; creating and manipulating existing and original graphic design elements for client websites using design programmes and various programming languages; maintaining and updating content and graphics on existing websites; laying out HTML/ASP web pages with a database back-end; deploying websites on Apache or IIS and handling SSLs; producing comprehensive visuals to give clients conceptual and visual information that will determine the final look and feel of projects, web copywriting and editing.

Annex II

List of Member States participating in the 2010 national competitive recruitment examination programme

Afghanistan
Angola
Antigua and Barbuda
Belgium
Brunei Darussalam
Comoros
Democratic People's Republic of Korea
Dominican Republic
Equatorial Guinea
Finland
Grenada
Iran (Islamic Republic of)
Japan
Latvia
Liberia
Libyan Arab Jamahiriya
Liechtenstein
Monaco
Montenegro
Mozambique
Namibia
Nepal
Norway
Saint Lucia
Samoa
Saudi Arabia
Slovenia
Solomon Islands
Spain
Tonga
Turkey
United Arab Emirates
United Kingdom of Great Britain and Northern Ireland
United States of America
Yemen